

Document No. 004

**FUNCTIONS AND ORGANIZATION OF THE  
PROCUREMENT AND SUPPLY DIVISION,  
SPECIAL SUPPORT STAFF**

Date: 12/2/58 22  
A. Purpose: To provide ~~statistical~~ support of covert activities of CIA on a world-wide basis.

B. Major Functions:

- (1) Formulates the policies and procedures for the procurement and supply program for the covert office; and procures all material and non-personal services for overseas and departmental covert activities; except administrative supplies and equipment and common use items available through General Services Administration contracts or otherwise procurable from the procurement open market when security will permit the use of standard equipment forms and practices.
- (2) Prescribes regulations for procurement and disposition of property and maintains accountability records of Agency covert property.
- (3) Arranges for shipment overseas of all official government property and personal effects of covert employees.
- (4) Collaborates with the Inspection and Security Staff and covert offices in performing the functions outlined above.

C. Organization: The Division consists of the Procurement Branch and the Supply and Movement Branch.

- (1) Procurement Branch - Procures for the covert activities all supplies, equipment and services involving the use of confidential funds and all supplies, equipment and services to be procured with vouchered funds when security will not permit the use of standard government procurement channels and/or standard forms.

- (a) Formulates and executes policies and procedures for the procurement operation by contract purchases reimbursement basis

from other government agencies; and cover arrangements upon the advice and counsel of the Inspection and Security Staff.

(c) Advises the covert offices with respect to the formulation of procurement policies and procedures governing the expenditures of confidential funds for supplies, equipment and services to be procured abroad.

(d) Establishes and maintains a catalog service <sup>on</sup> for supplies and equipment of commercial vendors, armed services and other government agencies; and collaborates with the covert offices in developing and establishing standards and requirements.

(e) Prepares specifications and makes awards of contracts by competitive bidding or by negotiation.

(2) Supply and Movement Branch

(a) Determines the need for issuance and maintenance of adequate supplies and equipment based on requirements generated by the covert offices.

(b) Maintains accountable records and inventory control records of all Agency covert property both departmental and overseas; and conducts the necessary liaison to accomplish its mission.

(c) Furnishes inspection, warehousing, packing, shipping and distribution facilities for all Agency covert property.

(d) Arranges for shipment of official property and personal effects abroad through commercial carriers or other government agencies.

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